

**First Half of FY 2014/15
Municipal Stormwater NPDES Permit
Compliance Assistance**

Scope of Work

**Prepared for the
San Mateo Countywide
Water Pollution Prevention Program**



Prepared by EOA, Inc.



May 30, 2013

INTRODUCTION

EOA, Inc. prepared this scope of work to assist the San Mateo Countywide Water Pollution Prevention Program (Countywide Program) to comply with municipal stormwater permit requirements found in NPDES Permit No. CAS612008, commonly referred to as the Municipal Regional Permit (MRP). The following sections describe EOA's tasks, budgets, and deliverables for the first half of FY 2014/15 (i.e., July – December 2014). Table 1 and Exhibit A summarize the tasks and budgets. Exhibit A includes subtasks, estimated labor hours, and planning-level subcontractor and expense budgets. It should be noted that the actual distribution of hours and subcontractors/expenses within and among tasks may vary. EOA will conduct all work on a time and materials basis in accordance with the FY 2013/14 Fee Schedule for the Countywide Program (Exhibit B) and the Agreement for Services between EOA, Inc. and the City/County Association of Governments of San Mateo County (C/CAG) dated June 14, 2007. The total budget will not be exceeded and contingency item budgets will not be used without C/CAG's authorization.

Table 1. Summary of Tasks and Budgets.

Task No.	Description	Budget
SM41	Miscellaneous Compliance (all MRP Provisions)	\$115,014
SM42	C.2 Municipal Operations and C.7.a. Marking of Storm Drain Inlets	\$25,216
SM43	C.3 New Development, C.6 Construction Site Controls, C.13.a Architectural Copper, and C.7.a. Marking of Storm Drain Inlets in New Private Streets	\$95,293
SM44	C.4 Industrial/Commercial Site Controls, C.5 Illicit Discharge Elimination, C.15 Conditionally Exempted Discharges, C.12.a Incorporate PCBs into Business Inspections, and C.13.b and d Copper Controls	\$65,032
SM45	C.8 Water Quality Monitoring	\$210,570
SM46	C.9 Pesticides Toxicity Control (except C.9.h Public Outreach)	\$25,700
SM47	C.10 Trash Load Reduction	\$151,036
SM48	C.11 Mercury, C.12 PCBs (Except C.12.a Incorporate PCBs into Business Inspections), and Lower Priority Pollutants of Concern (C.13.c and e and C.14)	\$56,966
SM49	Contingency Items (use requires C/CAG authorization)	\$52,368
Total Budget:		\$797,195

Note: See Exhibit A for more details.

TASK SM41 - MISCELLANEOUS COMPLIANCE (ALL MRP PROVISIONS)

The following tasks are related to compliance with all provisions of the MRP.

Subtask SM41.01: Assist with Management of the Countywide Program (All MRP Provisions)

EOA will continue to assist the Countywide Program with various tasks related to overall program management to the extent feasible within available budget, including:

- Assistance to the Program Coordinator with preparation of TAC and Stormwater Committee meeting agenda packages and preparing for and attending the meetings. Assumes six meetings (four Stormwater Committee and two TAC). TAC meetings are in a workshop format.
- Helping municipal staff achieve MRP compliance by responding to emails and telephone calls as needed.
- Helping municipalities respond to Regional Water Board staff feedback (e.g., staff reviews of Annual Reports).
- Reviewing draft Public Information and Outreach sections of municipal Annual Reports and compiling and submitting the municipal Annual Report reviews conducted under other components of this scope of work.
- Compiling the Countywide Program quarterly self-audits and Annual Report.

Budget: \$48,172

Deliverables:

- Participation in monthly TAC and Stormwater Committee meetings including facilitating TAC workshops.
- Emails and telephone calls with municipal staff in relation to MRP compliance.
- Compiled Countywide Program quarterly self-audits, draft municipal annual report reviews, and Annual Report.

Subtask SM41.02: Update Regulatory Tracking Table (All MRP Provisions)

EOA will conduct a quarterly update of the regulatory tracking spreadsheet. This task will help the Countywide Program coordinate statewide, regional, and local activities to optimize efficient MRP implementation and avoid duplication of efforts. It will also assist with planning for future permit terms.

Budget: \$2,904

Deliverables:

- Quarterly updates to regulatory tracking spreadsheet for inclusion in the TAC agenda package.

Subtask SM41.03: Conduct Annual Training Workshop on Annual Report Forms (All MRP Provisions)

EOA will assist the Countywide Program to conduct an annual workshop (usually in July) to help train municipal staff on filling out Annual Report forms.

Budget: \$22,940

Deliverables:

- PowerPoint presentations for the training.
- Participation in the training, including presentations on the various types of forms.
- Preparation of forms to evaluate the training, compilation of the completed forms, and evaluation of training success and as needed potential ways to improve future trainings in Countywide Program Annual Report.

Subtask SM41.04: Assist with Coordination with BASMAA (All MRP Provisions)

EOA will assist with participation in activities of the BASMAA Board of Directors (BOD) and coordinate BOD activities with Countywide Program and municipal activities. This task includes reviewing the BOD agenda package each month and discussing with the Program Coordinator and holding a conference call or meeting with the SCVURPPP Program Manager as needed.

Budget: \$14,400

Deliverables:

- Participation in monthly BOD meetings and coordination of BOD activities with Countywide Program and municipal activities.

Subtask SM41.05: Assist with Participation in the Permit Renewal Process

EOA will assist the Countywide Program participate in the process to reissue the MRP, which expires in November 2014.

Budget: \$26,598

Deliverables:

- Attendance at meetings with BASMAA and Regional Water Board staff, review and comments on draft versions of MRP 2.0, etc.

TASK SM42 - MUNICIPAL OPERATIONS (MRP PROVISION C.2 and C.7.a)

EOA will continue to assist the Countywide Program and its member agencies to implement the requirements of MRP Provision C.2, Municipal Operations and C.7.a., Marking of Storm Drain Inlets.

Subtask SM42.01: Coordination and Regulatory Compliance (MRP Provision C.2)

EOA will provide technical support to the Municipal Maintenance Subcommittee. This will include continued collaboration with BASMAA's Municipal Operations Committee to identify cost-effective ways of complying regionally with the MRP's requirements.

The Municipal Maintenance Subcommittee will meet quarterly to guide the implementation of this component's Countywide Program activities. EOA will work with the chair to support the subcommittee and facilitate meetings. This will include working with the chair to plan agendas and discussion materials (e.g., handouts, presentations, and talking points), participating in meetings, preparing meeting summaries, maintaining email/attendance lists, and completing meeting follow-up actions.

EOA will prepare the municipal operations section of the FY 2013/14 Countywide Program Annual Report. EOA will complete the municipal operations section of the quarterly EOA self-audit.

EOA will update the Countywide Program's guidance to municipalities for completing municipal operations Annual Report forms. For those municipalities that provide draft Annual Report forms before a certain date (to be determined), EOA will review the forms and provide comments, to the extent feasible within available budget.

Budget: \$13,936

Deliverables:

- Facilitation of two quarterly Municipal Maintenance Subcommittee meetings.
- Municipal operations section of the FY 2013/14 Countywide Program Annual Report.
- Municipal operations section of the quarterly EOA self-audit.
- Updated Countywide Program guidance to municipalities for completing Annual Report forms.
- Comments on municipal operations sections of individual municipal Annual Reports (i.e., completed forms), as applicable and feasible within available budget.

Subtask SM42.02: Assist Municipalities to Implement Appropriate Municipal Operations BMPs (MRP Provisions C.2.a - C.2.f)

EOA will assist municipal staff to understand and implement municipal operations-related BMPs, such as those described in the California Stormwater Quality Association's Handbook for Municipal Operations (CASQA Handbook), for the following activities that are listed as MRP requirements:

- Street and road repair maintenance activities, such as asphalt/concrete removal, cutting, installation, and repair (Provision 2.a).
- Sidewalk/plaza maintenance and pavement washing, such as mobile cleaning, pressure washing operations at parking lots and garages, trash areas, fueling areas, sidewalk and plaza cleaning (Provision C.2.b).
- Bridge and structure maintenance and graffiti removal conducted in ways that prevent non-stormwater and wash water discharges to storm drains (Provision C.2.c).
- Corporation yard activities, such as inspecting corporation yards, plumbing vehicle and equipment wash areas to the sanitary sewer, using dry clean up methods when cleaning debris and spills, and storing materials outdoors (Provision C.2.f).
- Operation of storm drain pump stations and related MRP requirements to inspect and collect dissolved oxygen data twice a year during the dry season and inspect pump stations twice a year during the wet season (Provision C.2.d.).

EOA will identify the specific support needed for these tasks during the year based on Regional Water Board staff feedback (e.g., review of Annual Reports, requests for additional information, any NOVs/NODs issued) and feedback and requests for assistance from the Municipal Maintenance Subcommittee. Specific recommendations and prioritization will be documented in the Subcommittee meeting minutes. EOA will track MRP reissuance progress and provide input as needed related to municipal maintenance related provisions.

Budget: \$11,280

Deliverables:

- Telephone and email communications with municipal staff about MRP compliance topics such as the implementation of BMPs, inspection requirements for corporation yard/maintenance facilities, and the implementation of municipal stormwater pump station dissolved oxygen testing and inspection requirements.
- Products identified by the Subcommittee to improve member agencies' understanding and implementation of the MRP's requirements. Example products include revisions to current inspection forms, SOP templates or Annual Report response summaries.

TASK SM43 - NEW DEVELOPMENT AND CONSTRUCTION ACTIVITIES (MRP PROVISIONS C.3, C.6, C.7.a and C.13.a)

EOA will continue to assist the Countywide Program and its member agencies to implement the MRP's Provision C.3 (New Development), Provision C.6 (Construction Site Controls), Provision C.7.a (Storm Drain Marking in New Privately-Maintained Streets), and Provision C.13.a (Architectural Copper BMPs). The tasks in this section are organized around these MRP provisions.

Tasks Related to Implementation of All Four Provisions: Tasks SM43.01 – SM43.02

Subtask SM43.01: Coordination and Regulatory Compliance (MRP Provisions C.3, C.6, C.7.a and C.13.a)

EOA will perform essential component-specific tasks and coordination, including working with the Chair to support the New Development Subcommittee and its workgroups and facilitate meetings (e.g., develop agendas, participate in meetings, and prepare meeting summaries). EOA will prepare this component's section of the Countywide Program's Annual Report and two quarterly EOA self-audit reports, and coordinate with County staff to maintain and update the public New Development and Construction sections of the Countywide Program's website and the password-protected New Development web page. EOA will also make annual pre-wet season submittals of treatment measure information to the Mosquito Abatement District. As possible within the available budget, EOA will also provide on-call assistance to member agencies.

EOA will update the Countywide Program's guidance to municipalities for completing the FY 13-14 Annual Report forms. For those municipalities that provide draft Annual Report forms before a certain date (to be determined), EOA will review the forms and provide comments, to the extent feasible within available budget.

Budget: \$29,880

Deliverables:

- EOA attendance, agenda packets, handouts, and summaries for up to two quarterly meetings of the New Development Subcommittee.
- EOA conference call hosting and attendance, agenda and action item list for up to two workgroup conference calls.
- This component's portions of the Countywide Program's FY 2013/14 Annual Report.
- This component's section of two quarterly EOA self-audit reports.
- Website update request forms (assume four per month, or up to 24 total).
- Updated Countywide Program's guidance to municipalities for completing FY 2013/14 Annual Report forms.
- Comments on this component's sections of individual municipal Annual Reports (i.e., completed forms), as applicable and feasible within available budget.
- Pre-wet season submittal to Mosquito Abatement District of treatment measure information.

Subtask SM43.02: Participate in and Facilitate Implementation of BASMAA Development Committee's Regional Products (MRP Provisions C.3 and C.6)

Development Committee Participation. On behalf of the Countywide Program, EOA will attend BASMAA's Development Committee and workgroup meetings regarding the preparation, adoption and implementation of regional products that BASMAA prepares on behalf of the MRP permittees. In FY 2014/15, it is anticipated that EOA's participation in the Development Committee will include discussions of New Development and Construction issues related to the reissuance of the MRP, and would involve review and comment of drafts of Provisions C.3 and C.6. As possible within the available budget, this task will include participation in meetings, preparation of informal email updates to the Program Coordinator regarding meeting highlights, the review of draft materials, and coordination with the New Development Subcommittee to keep member agencies informed and involved.

Budget: \$9,005

Deliverables:

- EOA attendance and informal email updates to the Program Coordinator, for up to 6 meetings of the BASMAA Development Committee, and up to 6 conference calls.
- Email messages to the New Development Subcommittee requesting member agency review of BASMAA draft documents and transmitting final documents.

Implementation of Provisions C.3, C.7.a and C.13.a: Tasks SM43.03 – SM43.04

EOA will prepare new tools and update existing tools used by the member agencies to comply with the MRP's Provision C.3, as described in the following tasks. The title of each subtask identifies the applicable provision(s) of the MRP.

Subtask SM43.03: Provision C.3 Flyers, Checklists, and Coordination with Soil Providers and Copper Roof Installers (MRP Provisions C.3, C.6 and C.13.a)

Update of One Checklist. In FY 2012/13, EOA prepared a new C.3 Regulated Projects Checklist and a new Stormwater Requirements Checklist for Small Projects. As the member agencies use the checklists, they are identifying opportunities to refine and improve them. In this task, EOA will provide one update of one checklist during the first half of FY 2014/15, if needed and as directed by the New Development Subcommittee to accommodate issues and concerns identified by member agencies. This task does not include printing or photocopying of the checklist deliverables.

Update of One Flyer. In the first half of FY 2014/15, EOA will update one flyer if needed and as directed by the New Development Subcommittee. This task does not include printing or photocopying of the flyers.

List of Biotreatment Soil Vendors. In FY 2013/14, EOA will prepare a list of soil vendors that can provide biotreatment soil as specified in Attachment L of the MRP. This list will be provided electronically to the New Development Subcommittee and posted on the Countywide Program's website. In the first half of FY 2014/15, EOA will contact vendors on the list and determine if any updates or additions to the list are needed. Any changes will be posted on the Countywide

Program's website. This task does not include printing or photocopying of the list of soil vendors.

Outreach to Architectural Copper Installers/Vendors. In FY 2013/14, EOA will update the Countywide Program's flyer on BMPs for installation and maintenance of architectural copper, identify local vendors that sell copper roofing materials and local contractors that install copper roofs, and send them copies of the updated flyer. In the first half of FY 2014/15, EOA will review the effectiveness of this effort and conduct additional follow-up with the target audience, up to the available budget.

Budget: \$11,820

Deliverables (electronic files):

- Updated checklist (as determined by the New Development Subcommittee).
- Updated flyer (as determined by the New Development Subcommittee).
- Updated list of soil vendors that offer biotreatment soil products.
- Updated mailing list of copper roof vendors and installers if appropriate.

Subtask SM43.04: Trainings on MRP Provisions C.3, C.7.a and C.13.a

Operation and Maintenance Training for Inspectors. EOA will work with the New Development Subcommittee to plan and conduct a half-day workshop for municipal staff who perform operation and maintenance (O&M) verification inspections of stormwater treatment measures and hydromodification management controls, or other topic as directed by the New Development Subcommittee. We will work with the New Development Subcommittee to develop an agenda for the workshop. Possible topics include practice conducting an example O&M verification inspection and an example post-installation inspection, using photographs of treatment measures with maintenance issues.

Budget: \$15,480

Deliverables (electronic files):

- O&M Verification Inspection Workshop (or other topic), including approximately 75 workshop folders.
- Draft and final workshop flyer and agenda for the workshop.
- Registration list and certificates of completion for participants requesting CWEA contact hours for the workshop.
- Catering services for the workshop.
- EOA attendance and up to three PowerPoint presentations to be given at the workshop.

Implementation of Provisions C.6, C.7.a and C.13.a: Tasks SM33.05 – SM33.06

Subtask SM43.05: Update C.6 Outreach Materials, Enforcement Response Plan Template, and Inspection Checklist (MRP Provision C.6)

Update of Construction BMP Flyers. In FY 2012/13, EOA updated the Countywide Program's Construction BMP Plan Sheet and began updating the Program's trifold brochures on construction BMPs. In FY 2013/14, EOA will update three additional trifold brochures for review by members of the New Development Subcommittee, who will be asked to also share the draft flyers with their agencies' construction site inspection staff. In the first half of FY 2014/15, EOA will update up to two additional trifold brochures, as directed by the New Development Subcommittee. The flyers will be provided electronically to the New Development Subcommittee and posted on the Countywide Program's website. This task does not include printing or photocopying of the flyers.

Triplicate Copies of Construction Site Inspection Checklist. In recent years there has been an annual need to provide hard copies of the construction site inspection checklist to the member agencies. In the process of identifying a need for additional hard copies, agency staffs have also identified opportunities to improve the checklist. EOA will coordinate, through the New Development Subcommittee, with municipal construction site inspectors to make any requested updates to the existing construction site inspection checklist and print it in triplicate.

Budget: \$11,504

Deliverables:

- Draft and final electronic versions of two updated construction BMP brochures currently on the Construction page of the Countywide Program's website.
- 3,200 hard copies, in triplicate, of the Construction Site Inspection Checklist. 50 copies will be provided to the Flood Control District, and 150 copies will be provided to each of the other 21 member agencies.

Subtask SM43.06: Trainings on MRP Provisions C.6, C.7.a and C.13.a

Construction Site Stormwater Control Workshop. EOA will work with the New Development Subcommittee to plan a half-day workshop on the Provision C.6 Construction Site Control requirements or other topic, based on issues of interest to the New Development Subcommittee. Possible topics include a review of the basic requirements of Provision C.6, information on BMPs, including BMPs that could not be covered in previous trainings, and an exercise to offer attendees practice identifying stormwater violations, using photographs of construction sites.

Coordinate with Partner Organization to Provide Additional Training. Building on the popularity of construction site stormwater control training sessions that EOA has previously offered through the California Building Inspectors Group (CALBIG), EOA will coordinate with CALBIG or other partner organization to potentially provide training to building inspectors and construction site inspectors on construction site stormwater control. This has proven to be a helpful way to provide information on construction site stormwater requirements to building inspectors who may not attend a construction workshop. We anticipate that, as in past years, the partnership with CALBIG will consist of EOA staff giving an approximately one-hour presentation on construction site stormwater control requirements and BMPs at a regular

CALBIG meeting. The topics for training session will be determined through discussions with CALBIG and NDS members.

Budget: \$17,604

Deliverables:

- Construction Site Stormwater Control Workshop, including catering services and approximately 75 workshop folders.
- Draft and final workshop flyer and agenda.
- Workshop registration list and certificates of completion for participants requesting professional development hours.
- EOA attendance at workshop and up to three PowerPoint presentations to be given at the workshop, including photographs of a construction site in San Mateo County.
- Brief summary of coordination with partner organization, provided in a New Development Subcommittee agenda packet.
- If a partner organization is willing to collaborate on C.6 training, emailed announcement about the training, EOA attendance at the training, and preparation of a PowerPoint presentation.

TASK SM44 - COMMERCIAL, INDUSTRIAL AND ILLICIT DISCHARGE CONTROLS (MRP PROVISIONS C.4, C.5, C.12.a, C.13.b and d, and C.15)

EOA will continue to assist the Countywide Program and its member agencies to implement the MRP's Provision C.4 (Industrial and Commercial Site Controls), Provision C.5 (Illicit Discharge Detection and Elimination), a portion of C.12 (Polychlorinated Biphenyls (PCBs) Controls), a portion of C.13 (Copper Controls) and Provision C.15 (Exempted and Conditionally Exempted Discharges). The tasks in this section are organized around these MRP provisions.

SM44.01: Component Coordination and Regulatory Compliance (MRP Provisions C.4, C.5, C.12.a, C.13.b and d, and C.15)

EOA will provide technical support to the Commercial, Industrial & Illicit Discharge (CII) Subcommittee. This will include continued collaboration with BASMAA's Municipal Operations Committee to identify cost-effective ways of meeting the MRP's recordkeeping and reporting requirements in FY 2014/15. The CII Subcommittee and its Training Workgroup will meet approximately every quarter to plan and oversee implementation of the commercial, industrial, and illicit discharge control activities that facilitate MRP compliance. EOA will organize and facilitate the subcommittee and workgroup meetings, including working with the chair to develop agendas, prepare discussion materials (e.g., handouts, presentations, and talking points), and maintain email/attendance lists.

EOA will summarize progress assisting with the countywide implementation of business/illicit discharge inspection-related activities, exempted and conditionally exempted discharge controls, and copper control activities in the Countywide Program Annual Report. EOA will also complete this component's sections of the quarterly EOA self-audit.

EOA will update the Countywide Program's guidance to municipalities for completing Annual Report forms. For those municipalities that provide draft Annual Report forms before a certain date (to be determined), EOA will review the forms and provide comments, to the extent feasible within available budget.

Budget: \$22,960

Deliverables:

- Facilitation of three quarterly back-to-back CII Subcommittee and Training Workgroup meetings and written meeting summaries.
- This component's section of the FY 2013/14 Countywide Program Annual Report.
- This component's sections of the quarterly EOA self-audit.
- Updated Countywide Program's guidance to municipalities for completing Annual Report forms.
- Comments on this component's sections of individual municipal Annual Reports (i.e., completed forms), as applicable and feasible within available budget.

Subtask SM44.02: Assist Municipalities to Implement Business Inspection and IDDE Programs (MRP Provisions C.4.a-c & C.5.a-f)

EOA will assist permittees with the implementation of commercial and industrial stormwater inspection tasks and illicit discharge detection and elimination tasks. This includes continuing to assist with business inspection plans and priorities, data management, enforcement response plans, complaint tracking and follow-up, collection system screening programs and mobile business outreach. Also included in this task is assistance with implementing Provision C.12.a, incorporating PCBs and PCB-containing equipment identification into inspection programs, and C.13.d, identifying, inspecting and ensuring proper BMPs at facilities likely to have sources of copper. EOA will identify the specific support needed for these tasks during the year based on Regional Water Board staff feedback (e.g., review of Annual Reports, requests for additional information, NOVs/NODs issued) and feedback and requests for assistance from the CII Subcommittee. Specific recommendations and prioritization will be documented in the Subcommittee meeting minutes. EOA will track MRP reissuance progress and provide input as needed to CII related provisions.

Budget: \$18,048

Deliverables:

- Telephone and email communications with municipal staff about the implementation of commercial/industrial business inspection programs, illicit discharge inspection programs, collection system screening programs, mobile business outreach, PCBs and PCBs-containing equipment inspection requirements, and copper control BMPs.
- Products identified by the Subcommittee to improve member agencies' understanding and implementation of the MRP's requirements. Example products include revisions to current inspection forms, BMP materials, mobile business lists or Annual Report response summaries.

Subtask SM44.03: Commercial, Industrial and Illicit Discharge Stormwater Inspector Staff Training (MRP Provisions C.2, 4 and 5)

EOA will assist municipalities to provide annually focused training for inspectors, as required by MRP Provision C.4.d. A full day training workshop for stormwater inspectors was last held in FY 2013/14. During the first six months of FY 2014/15 EOA will work with the CII Training Workgroup to identify and implement appropriate focused training.

Budget: \$7,480

Deliverables:

- Focused training based upon CII Training Workgroup recommendations.

Subtask SM44.04: BASMAA Municipal Operations Committee Participation (MRP Provisions C.2, C.4, C.5, C.12.a, C.13.b and d, and C.15)

EOA will assist the Countywide Program participate in the BASMAA Municipal Operations Committee. EOA will follow-up on the BASMAA meetings by providing updates to and coordination with appropriate SMCWPPP Subcommittees (CII, Municipal Maintenance, and Parks Maintenance and IPM).

Budget: \$4,512

Deliverables:

- Participation in BASMAA Municipal Operations Committee meetings.
- Updates to and coordination with appropriate SMCWPPP Subcommittees (CII, Municipal Maintenance, and Parks Maintenance and IPM).

Subtask SM44.05: Assist Municipalities Implement Conditionally Exempt Discharges Programs (MRP Provision C.15)

The Water Utility Work Group was disbanded in FY 2012/13. However, EOA has continued to offer assistance for meeting C.15.b.iii. permit requirements. EOA's FY 2013/14 scope of work includes reviewing the available planned potable water discharge monitoring data in Annual Reports to inform a possible future request to reduce monitoring and reporting requirements, which would be similar to a request made by the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP). Depending on the results of the review, in FY 2014/15 EOA will prepare a request for reduced monitoring and reporting requirements in subsequent Annual Reports. EOA will also continue to track the progress of the development and/or implementation of a General Permit for potable water discharges as it relates to possible C.15.b.iii permit requirements in the future and work with Permittees that are water purveyors on this issue.

This task will also include assistance with meeting conditions related to other conditionally exempt discharge categories such as air conditioning condensate and swimming pool discharges as directed by the CII Subcommittee or the TAC.

Budget: \$12,032

Deliverables:

- Participation in Water Agency Task Force meetings related to the development and/or implementation of a General Permit for potable water discharges.
- Summary and evaluation of Annual Report planned potable water discharge monitoring data available through the FY 2013/14 Annual Reports and submit a request to identify a new category of planned potable water discharges, if appropriate.

TASK SM45 - WATER QUALITY MONITORING (MRP PROVISION C.8)

EOA will continue to assist the Countywide Program to implement tasks related to water quality monitoring (MRP Provision C.8).

Subtask SM45.01: Coordination and Regulatory Compliance (MRP Provision C.8)

EOA will continue to plan, coordinate, and support technically all Watershed Assessment and Monitoring (WAM) component activities essential to permit implementation, including preparing this component's section of the Countywide Program Annual Report and quarterly self-audits, and working with the WAM Subcommittee chair to support and facilitate the first of two meetings per year (e.g., develop agenda, participate in meeting, and prepare meeting summary), and coordinating with County staff to maintain and update this component's section of the Countywide Program's website.

Budget: \$7,874

Deliverables:

- Facilitation of one WAM Subcommittee meeting.
- Water quality monitoring section of the FY 2013/14 Countywide Program Annual Report.
- Water quality monitoring section of quarterly self-audits.

Subtask SM45.02: Participate in BASMAA Activities (MRP Provision C.8)

EOA will assist the Countywide Program to collaborate and coordinate with other Bay Area municipal stormwater management agencies on all water quality monitoring tasks. This will include representing the Countywide Program on BASMAA's Monitoring and Pollutants of Concern Committee and Regional Monitoring Coalition Workgroup, both of which meet monthly, and participating in related email and telephone communications and reviewing regional documents. This task may also include occasionally attending relevant policy meetings (e.g., Biocriteria Development, Wetland/Riparian Policy) and commenting on related documents.

Budget: \$15,723

Deliverables:

- Participation in monthly meetings of BASMAA's Monitoring and Pollutants of Concern Committee and Regional Monitoring Coalition Workgroup.
- Telephone and email communications and comments on draft regional water quality monitoring-related documents.

Subtask SM45.03: BASMAA Regional Project - Pollutant Loading Station (MRP Provision C.8.e)

EOA will continue to assist the Countywide Program to operate a pollutant loading station in the Pulgas Creek pump station watershed, as an in-kind contribution to the BASMAA Regional Project to comply with MRP Provision C.8.e. The budget assumes four wet season sampling episodes and two dry season sampling episodes. Chemical analysis costs are not included in this task; they are covered via a separate contract between BASMAA and SFEI.

Budget: \$16,144

Deliverables:

- Operation and field monitoring of the pollutant loading station in the Pulgas Creek pump station watershed, as an in-kind contribution to the BASMAA Regional Project to comply with MRP Provision C.8.e.

Subtask SM45.04: Pollutant Loading Station – KLI Subcontractor (MRP Provision C.8.e)

As a subcontractor to EOA, Kinnetic Laboratories, Inc., of Santa Cruz California will provide field and equipment services to operate the pollutant loading station described in the previous subtask (SM45.03).

Budget: \$106,240

Deliverables:

- Operation and field monitoring of the pollutant loading station in the Pulgas Creek pump station watershed, as an in-kind contribution to the BASMAA Regional Project to comply with MRP Provision C.8.e.

Subtask SM45.05: Participate in Regional Monitoring Program (MRP Provision C.8.b)

The MRP requires that Permittees participate in a San Francisco Estuary receiving water monitoring program, at a minimum equivalent to the San Francisco Estuary Regional Monitoring Program (RMP), by contributing annually their financial fair-share. Through continued participation in the RMP's committees and workgroups, the Countywide Program and BASMAA have remained informed stakeholders able to help oversee the RMP's activities and identify any opportunities to direct existing RMP funds towards meeting MRP requirements. In coordination with other BASMAA agencies, EOA will continue to assist the Countywide Program to participate in the RMP, including participating in selected RMP committees and workgroups, especially the Small Tributaries Loading Strategy (STLS) workgroup, and providing input to related work plans and reports. The Countywide Program's direct financial contribution to the RMP is not included in the budget for this task.

Budget: \$6,018

Deliverables:

- Complete a section of the FY 2013/14 Annual Report that summarizes how, over the course of the fiscal year, the Countywide Program participated in the RMP in collaboration/coordination with other Bay Area municipal stormwater management agencies.
- Participation in STLS workgroup meetings and related email communication, and review and comment on related documents.

Subtask SM45.06: Creek Status Monitoring (MRP Provision C.8.c)

EOA will assist the Countywide Program to participate in the Regional Monitoring Coalition's field programs to conduct monitoring of creeks in San Mateo County and other parts of the Bay

Area as required by the MRP. The primary objectives are to gather information on whether numeric and narrative water quality objectives are met in creeks and whether creek conditions are supporting beneficial uses (e.g., aquatic habitat, recreational uses). The budget assumes fieldwork (and associated laboratory work) through the 2014/15 rainy season but does not include fieldwork during the spring and summer of 2015. The field and laboratory data generated will undergo initial evaluation using standard Quality Assurance (QA) procedures.

Budget: \$18,640

Deliverables:

- Monitoring data for all parameters required in Provision C.8.c. during the 2014/15 wet weather season (i.e., water column toxicity).

Subtask SM45.07: Stressor/Source ID Monitoring Projects (MRP Provision C.8.d)

EOA will assist the Countywide Program to collaborate with Regional Monitoring Coalition participant agencies to continue implementing up to ten stressor/source ID projects regionally (two in San Mateo County) that need to be initiated during the Permit term based on Water Years 2013 and 2014 creek status monitoring data that exceed trigger levels described in the MRP. The budget for this task is a placeholder since the scope of work is still under development. EOA will work with the WAM Subcommittee to fully develop the scope of work.

Budget: \$25,000

Deliverables:

- Continuation of two stressor/source ID projects in San Mateo County, as needed.

Subtask SM45.08: Citizen Monitoring and Participation (MRP Provision C.8.f)

EOA will continue to assist the Countywide Program to encourage citizen monitoring and stakeholder observations and reporting of water body conditions. Per MRP requirements, this will include making reasonable efforts to seek out citizen and stakeholder information and comment regarding water body function and quality during evaluation of status monitoring results and development of monitoring projects.

Budget: \$3,987

Deliverables:

- Complete a section of the FY 2013/14 Annual Report that summarizes how over the course of the fiscal year citizen monitoring and stakeholder observations were encouraged and incorporated into the evaluation of status monitoring results and development of monitoring projects.

Subtask SM45.09: Reporting (MRP Provision C.8.g)

The MRP requires annual electronic reporting of field monitoring results comparable with the state's Surface Water Ambient Monitoring Program (SWAMP) database followed by an annual Urban Creeks Monitoring Report (UCMR) with data analysis and interpretation. EOA will

prepare and submit the Countywide Program-specific sections of the electronic report, but not the UCMR which is due March 2015.

Budget: \$10,944

Deliverables:

- Countywide Program-specific sections of the Status Monitoring Electronic Report in SWAMP-compatible format.

TASK SM46 - PESTICIDES (MRP PROVISION C.9)

EOA will continue to assist the Countywide Program and its member agencies to implement the requirements of MRP Provision C.9, Pesticides Toxicity Control. It is anticipated that much of the work associated with compliance with Provision C.9.e. (“Track and Participate in Relevant Regulatory Processes”) will be accomplished via an ongoing CASQA and/or BASMAA activities rather than via this scope of work. In addition, this scope of work does not cover “Public Outreach” (MRP Provision C.9.h) because this assistance is provided by San Mateo County Environmental Health.

Subtask SM46.01: Coordination and Regulatory Compliance (MRP Provision C.9)

EOA will provide support to the Parks Maintenance and IPM Workgroup. This will include continued collaboration with BASMAA’s Municipal Operations Committee to identify cost-effective ways of complying regionally with the MRP’s requirements. The Parks Maintenance and IPM Workgroup meets three times per year to guide the implementation of this component’s Countywide Program activities. EOA will work with the chair to support the workgroup and facilitate the first two meetings. This will include working with the chair to plan agendas and discussion materials (e.g., handouts, presentations, and talking points), participating in meetings, preparing meeting summaries, maintaining email/attendance lists, and completing meeting follow-up actions.

EOA will prepare the pesticides toxicity control section of the FY 2013/14 Countywide Program Annual Report. EOA will also complete the pesticides toxicity control section of the quarterly EOA self-audit. EOA will update the Countywide Program’s guidance to municipalities for completing Annual Report forms. For those municipalities that provide draft Annual Report forms before a certain date (to be determined), EOA will review the forms and provide comments, to the extent feasible within available budget.

Budget: \$16,100

Deliverables:

- Facilitation of two Parks Maintenance and IPM Workgroup meetings.
- Pesticides toxicity control section of the FY 2013/14 Countywide Program Annual Report.
- Pesticides toxicity control section of the quarterly EOA self-audit.
- Updated Countywide Program guidance to municipalities for completing Annual Report forms.
- Comments on pesticide toxicity control sections of individual municipal Annual Reports (i.e., completed forms), as applicable and feasible within available budget.

Subtask SM46.02: Assist with Implementation of Municipal IPM Programs (MRP Provisions C.9.e. & C.9.f)

EOA will assist the Parks Maintenance and IPM Workgroup’s members to understand and implement municipal IPM programs. EOA will identify the specific support needed for these tasks during the year based on Regional Water Board staff feedback (e.g., review of Annual

Reports, requests for additional information, any NOV/NODs issued) and feedback and requests for assistance from the Parks Maintenance and IPM Workgroup. Specific recommendations and prioritization will be documented in the workgroup meeting minutes. EOA will track MRP reissuance progress, brief the workgroup, and seek feedback as needed related to C.9 provisions. This task also includes tracking relevant regulatory processes through the CASQA Pesticides Subcommittee and Bay Area Urban Pesticides Committee (UPC).

Budget: \$9,600

Deliverables:

- Telephone and email communications with municipal staff about the implementation of an IPM program, implementation of IPM policy, interfacing with County Agricultural Commissioners, and tracking relevant regulatory processes.
- Products identified by the workgroup to improve member agencies' understanding and implementation of the MRP's requirements. Example products include revisions to current SOP templates, municipal outreach materials for structural IPM or Annual Report response summaries.

TASK SM47 - TRASH LOAD REDUCTION (MRP PROVISION C.10)

EOA will implement tasks described within this section to assist the Countywide Program and its member agencies to comply with MRP Provision C.10, Trash Reduction.

Subtask SM47.01: Trash Committee Coordination (MRP Provision C.10)

EOA will facilitate up to two quarterly Countywide Program Trash Committee meetings in coordination with the Workgroup chair. Workgroup meetings are intended to provide a forum for sharing information among member agencies related to trash reduction in San Mateo County and discuss compliance activities required by the MRP. As part of this coordinator role, EOA will develop and distribute meeting agendas, prepare meeting materials as needed, participate in meetings, and prepare and distribute meeting summaries.

Budget: \$7,572

Deliverables:

- Facilitation of up to two Trash Workgroup meetings, including preparation of meeting agendas, agenda support materials and meeting summaries that provide an overview of actions agreed to during the meetings.

Subtask SM47.02: Participate in BASMAA Activities (MRP Provision C.10)

EOA will also participate in trash-related activities of BASMAA including attending regional Trash Committee meetings, participating in e-mail communications as needed, and reviewing and commenting on regional documents. This participation will include soliciting input from the Countywide Program's Trash Workgroup and representing the Trash Workgroup at BASMAA's Trash Committee meetings.

Budget: \$4,852

Deliverables:

- Participation in up to 5 BASMAA Trash Committee meetings and following each meeting prepare a brief summary of the most important items agreed to and being worked on by the Committee.
- Written comments on trash-related BASMAA regional products.

Subtask SM47.03: Trash Load Reduction Assessment Program (MRP Provision C.10.c)

EOA will assist the Countywide Program to provide services in support of developing and implementing a trash load reduction assessment program. In FY 2012-13, EOA developed a draft on-land visual assessment method and protocol designed to assess the levels of trash generated onto streets and would conceptually enter the stormwater conveyance system. The on-land visual assessment method would also provide a way for Permittees to demonstrate progress towards trash load reduction goals included in the MRP. In FY 2014-15, EOA will continue to implement the trash load reduction assessment plan for the Countywide Program, which will utilize the on-land assessment method. Assessment sites will be located in high priority trash management areas identified by Permittees. Both temporal and spatial variability will be evaluated during the implementation of the plan in an effort to best inform the spatial

extent and frequency of assessments needed to confidently demonstrate progress.

The plan implementation in San Mateo County will be coordinated with assessment method(s) development conducted under BASMAA's Tracking California's Trash grant received from the State Water Resources Control Board. One goal of BASMAA's project would be to relate the results of the draft on-land visual assessment method (i.e., score) to the amount of trash being discharged from the area assessed (i.e., better scores equals less trash). The method would allow Permittees to identify improvements in trash discharged to receiving waters from the stormwater drainage system, using a simple cost-effective on-land visual assessment protocol.

Budget: \$36,940

Deliverables:

- Assessment results and completed field forms
- Draft and final assessment reports that will provide analysis of the results of trash reduction assessments conducted at assessment sites throughout the county.

Subtask SM47.04: Trash Hot Spot Cleanup Tracking and Reporting (MRP Provision C.10.b)

EOA will assist member agencies in calculating and reporting trash removals via creek and shoreline hot spot cleanups required by the MRP. EOA will provide data collection and load removal calculation tools to member agencies and maintain data associated with creek and shoreline cleanup activities. Data will be maintained in a database and provided to member agencies in a standard reporting format to assist with annual reporting. Additionally, EOA will provide technical assistance associated with tracking and summarizing lessons learned from creek and shoreline cleanups.

Budget: \$14,820

Deliverables:

- Annual reporting guidance on standardized reporting of trash reductions associated with creek and/or shoreline cleanups.
- Centralized database of member agency creek/shoreline cleanup data.
- Standardized creek cleanup data formatted for annual reporting submittals to the Regional Water Board by member agencies.
- Annual report section for Countywide Program's FY 2013/14 Annual Report that summarizes member agency lessons learned to-date on conducting creek/shoreline cleanups.

Subtask SM47.05: Long-term Trash Load Reduction Plan Assistance (MRP Provision C.10.c)

EOA will assist member agencies in implementing their long-term trash load reduction plans required by the MRP. EOA will provide guidance to representatives on long-term plan control actions for trash management. EOA will also assist Permittees in reviewing and providing

responses to Water Board staff comments on long-term trash load reduction plans for each applicable Permittee.

Budget: \$24,120

Deliverables:

- Attendance at up to four meetings with Permittees to discuss long-term plan implementation, provide perspectives on control actions for trash management, and discuss assessment results and other pertinent topics.
- Draft responses to Water Board staff comments on Long-Term Plans.

Subtask SM47.06: Web-based Trash Management Reporting Tool (MRP Provision C.10.c)

In an effort to better illustrate locations and types of trash management actions being implemented by Permittees, and demonstrate progress towards load reduction goals, EOA will developed a web-based tool (viewable via the countywide program's website) in FY 13-14 that provides a visual display of the location and types of trash management actions being implemented or planned by Permittees. The web-based tool includes the locations of trash management areas and associated trash generation rates, descriptions of trash actions implemented or planned in each area, and assessment results. The web-based tool is linked to Google™ maps and allows the user to query information based on specific trash management areas. Information included on the web-based tools is based on maps and information included in long-term trash load reduction plans and/or provided by Permittees.

In FY 14-15, EOA will continue to maintain and update the web-based tool with information on trash management provided by Permittees. Results of on-land and hot spot assessments will also be included in the update.

Budget: \$25,632

Deliverables:

- FY 14-15 annual update to web-based tool and associated web pages that will provide a visual display of the location and types of trash management actions being implemented or planned by each applicable Permittee.

Subtask SM47.07: Workshops with Municipal Solid Waste/Recycling Haulers and Action Plan (MRP Provision C.10.c)

EOA will actively coordinate with staff from San Mateo County and other Permittees to plan and conduct up to one follow up workshop with municipal solid waste/recyclable haulers. The goal of the workshop is to collectively identify opportunities to reduce the contributions of litter generated from hauler-associated sources (e.g., transporting garbage/recyclables and overflowing containers). EOA will assist in the coordination and planning of the workshop, including developing and coordinating workshop planning meetings that will include Permittees and hauler representatives and other interested parties, preparing workshop agendas and materials (e.g., presentations), identifying and confirming workshop speakers, and documenting action items and next steps. EOA will also coordinate a follow up meeting with the planning group to agree on next steps towards the implementation of actions identified during the workshop.

Budget: \$21,140

Deliverables:

- Workshop announcements, agendas, presentations, and associated materials.
- Brief action plan describing agreed upon implementation actions that should be pursued by Permittees and/or haulers.

Subtask SM47.08: Compliance Reporting (MRP Provision C.10.d)

EOA will provide technical support to the member agencies on annual reporting and assist the Countywide Program with the preparation of its portion of the FY 2013/14 annual report. This will include continued collaboration with BASMAA's Trash Committee to identify cost-effective ways of complying regionally with the MRP's requirements. Through this task EOA will prepare a trash control section of the Countywide Program's Annual Report and coordinate with County staff to maintain and update this component's section of Countywide Program's website.

EOA will update the Countywide Program's guidance to municipalities for completing Annual Report forms. For those municipalities that provide draft Annual Report forms before a certain date (to be determined), EOA will review the forms and provide comments, to the extent feasible within available budget.

Budget: \$15,960

Deliverables:

- Updated Countywide Program's guidance to municipalities for completing FY 2013/14 Annual Report forms.
- Comments on trash control sections of individual municipal Annual Reports (i.e., completed forms), as applicable and feasible within available budget.
- Trash control section of the Countywide Program FY 2013/14 Annual Report.

TASK SM48: MERCURY, PCBs, AND LOWER PRIORITY POLLUTANTS OF CONCERN (MRP PROVISIONS C.11, C.12, C.13.c, C.13.e, and C.14)

EOA will assist the Countywide Program to implement tasks related to mercury, PCBs, and certain lower priorities pollutants of concern (copper, PBDEs, legacy pesticides, and selenium). These tasks address requirements in MRP Provisions C.11, C.12, C.13.c, C.13.e, and C.14, and are described below.

Subtask SM48.01: Assist with Coordination and Regulatory Compliance (MRP Provisions C.11, C.12, C.13.c, C.13.e, and C.14)

EOA will continue to update the WAM Subcommittee on projects related to mercury, PCBs, and lower priority pollutants of concern and solicit feedback from the subcommittee at one meeting. In addition, EOA will assist the Countywide Program to prepare the pollutants of concern section of the Countywide Program's FY 2012/13 Annual Report and quarterly EOA self-audit.

Budget: \$6,450

Deliverables:

- Facilitation of one WAM Subcommittee meeting.
- Pollutants of concern section of the quarterly EOA self-audit.
- Pollutants of concern section of the FY 2013/14 Countywide Program Annual Report.

Subtask SM48.02: Participate in BASMAA Regional Activities (MRP Provisions C.11, C.12, C.13.c, C.13.e, and C.14)

EOA will also continue to assist the Countywide Program to collaborate and coordinate with other Bay Area municipal stormwater management agencies on all pollutant of concern-related tasks. This will include representing the Countywide Program on BASMAA's Monitoring and Pollutants of Concern Committee, which meets monthly, and participating in related email and telephone communications and reviewing regional documents.

Budget: \$14,400

Deliverables:

- Participation in BASMAA's monthly Monitoring and Pollutants of Concern Committee.
- Telephone and email communications and comments on draft regional pollutant of concern-related documents.

Subtask SM48.03: Report Estimated Mass of Mercury Collected through Recycling Efforts (MRP Provision C.11.a)

MRP Provision C.11.a requires Permittees to implement a method for reporting the estimated mass of mercury collected via mercury recycling and collection efforts. EOA will assist the Countywide Program to gather the relevant data from municipalities and perform the associated calculations and reporting.

Budget: \$6,016

Deliverables:

- Estimated mass of mercury collected via mercury recycling and collection efforts reported in the 2013/14 Countywide Program Annual Report.

Subtask SM48.04: Assist with Participation in Clean Watersheds for a Clean Bay (MRP Provisions C.11/12.c, d, e and i)

EOA will continue to assist the Countywide Program to participate in Clean Watersheds for a Clean Bay (CW4CB), a grant-funded project that is addressing MRP Provisions C.11/12.c, d, e and i. CW4CB is pilot testing methods to reduce loading of sediment-bound pollutants to the Bay and, therefore, help implement the PCBs and mercury TMDL water quality restoration programs. CW4CB has identified five high priority project watersheds that discharge urban runoff with PCBs and other pollutants to the Bay. One of these five watersheds is the Pulgas Creek pump station watershed in San Carlos. CW4CB is identifying PCB and mercury source areas within the project watersheds and will refer these sites to regulatory agencies for cleanup and abatement. The project is also developing methods to enhance removal of sediment with PCBs and other pollutants during municipal operations and maintenance activities, evaluating 10 urban runoff treatment facilities retrofitted into existing infrastructure throughout the Bay Area (including the Bransten Road project in San Carlos), and facilitating development and implementation of a regional risk reduction program that focuses on educating the public about the health risks of consuming certain species of Bay fish that contain high levels of PCBs and mercury.

EOA will continue to assist the Countywide Program to participate in all components of CW4CB and will continue to represent the Countywide Program on CW4CB's Project Management Team and workgroups. CW4CB is funded by a \$5-million grant from USEPA to BASMAA and \$2.04-million in matching funding from BASMAA and BASMAA agencies (including the Countywide Program), Bay Area municipal wastewater treatment agencies, and industrial dischargers to the Bay. The Countywide Program has agreed to contribute \$240,000 of the matching funds over four years. This task will continue to serve as an in-kind contribution to SMCWPPP's match contribution. It will result in the contribution exceeding the originally planned \$240,000 (i.e., about \$60,000 per year over four years), a consequence of the likely extension of the project beyond the originally planned four years.

Budget: \$30,100

Deliverables:

- Description of the work conducted in the Pulgas Creek pump station watershed and other project areas and summary of the overall status of all CW4CB tasks in the 2013/14 Annual Report and in a project progress report due to EPA on October 31, 2014.

TASK SM49: CONTINGENCY ITEMS

EOA will implement the following contingency tasks only upon authorization by C/CAG. Further scoping of these tasks and definition of budgets will be conducted at that time as needed. If so directed by C/CAG, the scopes and deliverables of one or more of the contingency subtasks described below may be revised, or new contingency tasks added.

Subtask SM49.01: Assist with Applying for Grant Funding

EOA will assist the Countywide Program, Permittees, and/or BASMAA apply for grant funds.

Budget: \$24,104

Deliverables:

- Grant funding application(s).

Subtask SM49.02: Assist Comment on Selected Regulatory Actions

EOA will assist the Countywide Program to comment on and/or respond to selected regulatory actions (e.g., Basin Plan amendments such as TMDLs, ASBS compliance).

Budget: \$12,264

Deliverables:

- Comment letters, testimony at hearings, etc.

Subtask SM49.03: Litigation Support

EOA will provide support to the Countywide Program in relation to litigation activities (e.g., permit appeals, unfunded mandate test claim).

Budget: \$16,000

Deliverables:

- To be determined.